

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> DIRECTOR FLEET MANAGEMENT		<b>Date:</b> 08/20/04
<b>Position Level:</b> 12	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 12-1

### GENERAL DESCRIPTION

Responsible for planning, design, and implementation of all policies, procedures and operations of the Fleet Management Department, which includes County wide Fleet maintenance, program safety, vehicle procurement, replacement and disposal of same. Also represents the County as their Commercial Drivers License, Third Party Administrator.

### KEY RESPONSIBILITIES

1. \*Directs the operations of the Fleet Management Department, establishes priorities, delegates assignments, and oversees all work products. Also oversees the work of outside contractors and/or Fleet Consultants.
2. \*Performs administrative functions, including assistance with budget preparation and management, also purchase and payment approval.
3. Conducts staff meetings, prepares status reports, reviews incoming correspondence, prepares letters, memos, and other written documentation.
4. Answers phone calls, reviews and approves all Fleet time sheets. Attends meetings and training sessions in the capacity of Fleet Manager and Liaison for all areas of County.
5. \*Prepares and provides overview in the preparation of Fleet related Agenda items for Board of County Commission meetings.
6. \*Composes documents for contractual bids and requests for proposals and contracts, including approvals and overview on a yearly basis.
7. \*Directs safety policy, programs, and requirements for all Fleet Management staff. Also acts as Public Works representative on the County's Safety / Accident Review Board.
8. \*Composes compliance requirements and coordination with all Federal, State, and Local Agencies.
9. Responds to Fleet related requests, questions, and complaints from using departments, the public, and outside agencies.
10. \*Complies with Florida Department of Environmental Protection rules and regulations for under and above ground fuel tanks.
11. \*Responsible for controls to ensure compliance with all applicable laws, directives, rules, and regulations administered by OSHA, FDEP, the Florida Department of Transportation and other governing agencies.
12. \*Develops and administers maintenance programs. Reviews operations continuously for improved production.
13. Administers personnel procedures (evaluations, interviews, disciplinary actions, etc.).
14. \*Is overall responsible for design, accountability, and functions of the County's Fleet Management Programs. Also is responsible for additions and revisions for Monroe County Administrative Instruction 6402 (Monroe County Fleet Management Services Policies and Procedures Manual).
15. Assists with special projects for the Public Works Division, and for the Public Works Division Director.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> DIR, FLEET MGMT	<b>Class Code:</b> 12-1	<b>Position Level:</b> 12
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	7 to 10 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_